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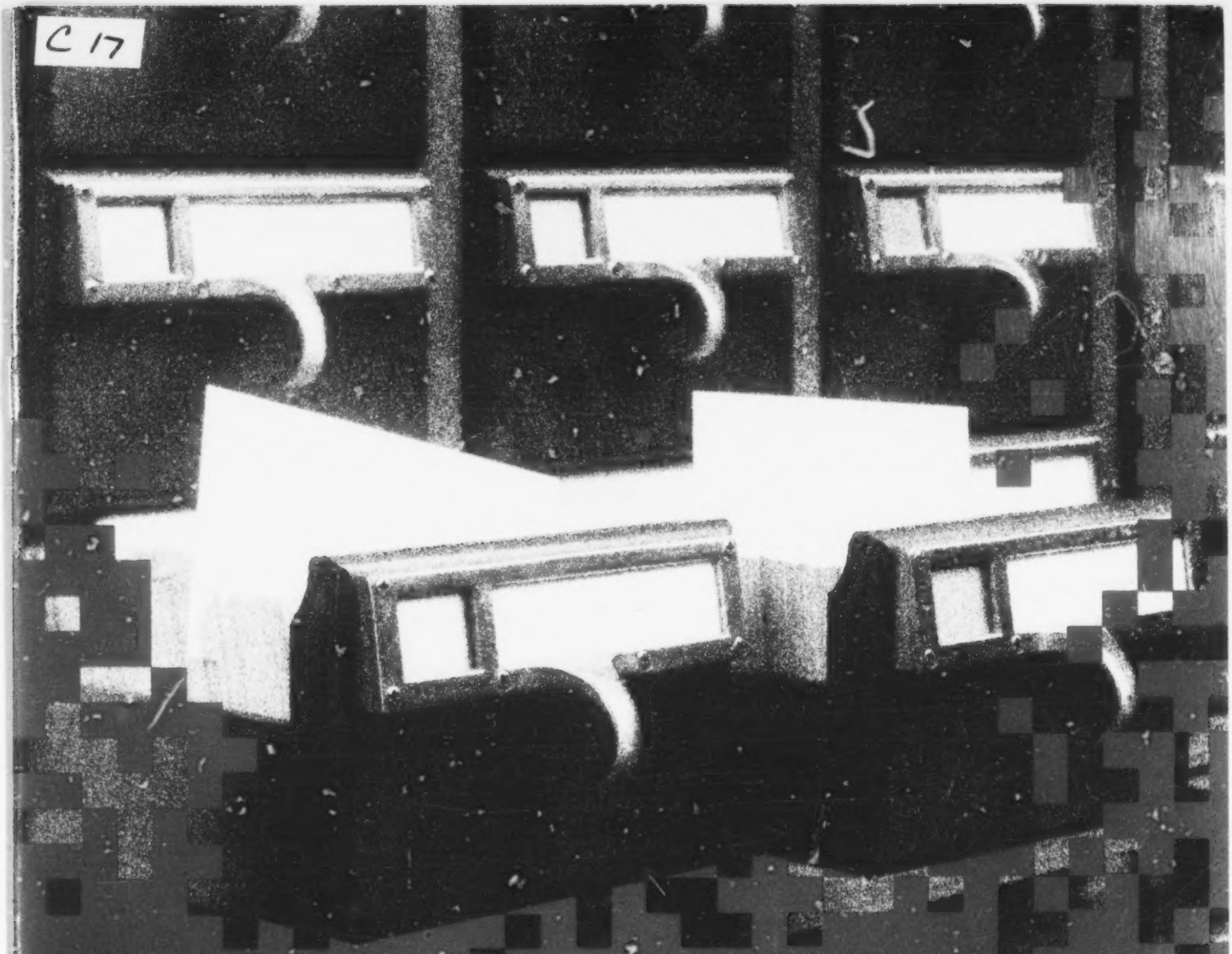


Cards

From the Source

Library of Congress Cataloging Distribution Service

LC 30.2:

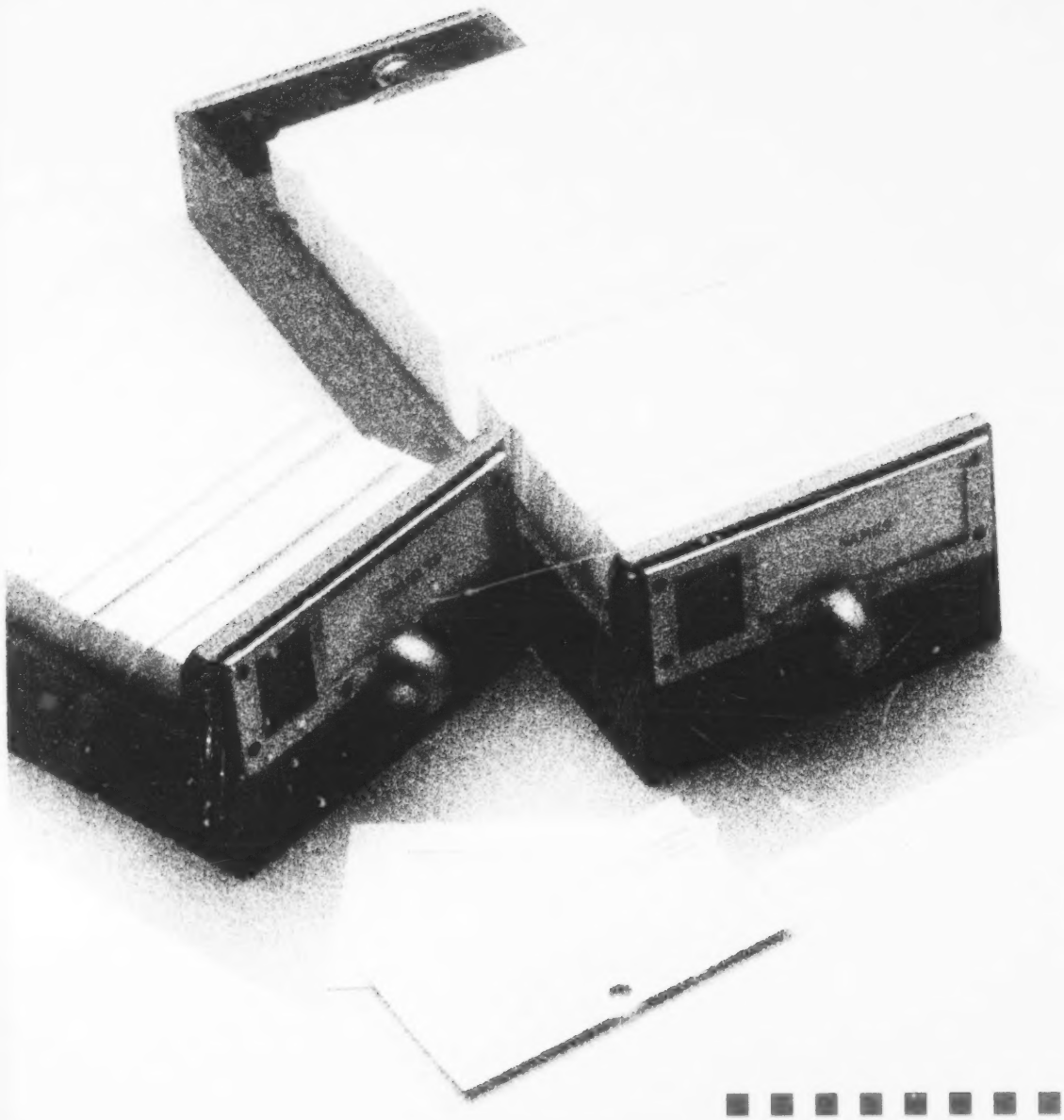
"We paved the way to improved information access by providing records in printed catalogs, on microfiche, on magnetic tape, and now on CD-ROM. But don't forget where it all began—we've been selling catalog cards since 1902."

Henriette D. Avram
Assistant Librarian for Processing Services
Library of Congress

The Cataloging Distribution Service gives you Access to the world of information on Library of Congress catalog cards.

- If you're just getting started, you'll want catalog cards from *the Source*, the Cataloging Distribution Service.
- If you have a small, specialized collection or a large, general one, you'll find cataloging records to meet your needs.
- Our cards are sturdy and durable.
- We offer more than 9.4 million records from which to choose.
- MARC, Non-MARC, and Cataloging in Publication records are available.
- We're your National Bibliographic Service working to help you.

Cataloging Distribution Service
Library of Congress



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Easy Ordering from CDS

The Cataloging Distribution Service (CDS), Library of Congress, has implemented a new system for ordering. Our customers may now submit either pre-supplied card order slips or lists of LCCNs or authors and titles for their orders. The new list format allows libraries greater ease in batching orders and reduces precious staff time spent preparing orders. Read on for details!

Bibliographic Data from the Source

CDS offers original LC cataloging for more than 9.4 million bibliographic records from 1898 to the present. Employing state-of-the-art printing technology, CDS produces its cards on 100 percent rag card stock for durability. You can order LC-printed catalog cards for books, atlases, documents, music, maps, visual materials, and serial publications.

LC catalog cards are "unit-record" cards, that is, main entry cards without overprinted headings. They include such data elements as main entry, statement of responsibility, place of publication, physical description, series statement, notes, tracings, Dewey Decimal Classification number and LC Classification number printed on standard 3" × 5" (7.5 cm × 12.5 cm) card stock. Ample space is provided for headers to adapt the tracings to your library's specifications.

CDS provides the most current cataloging.

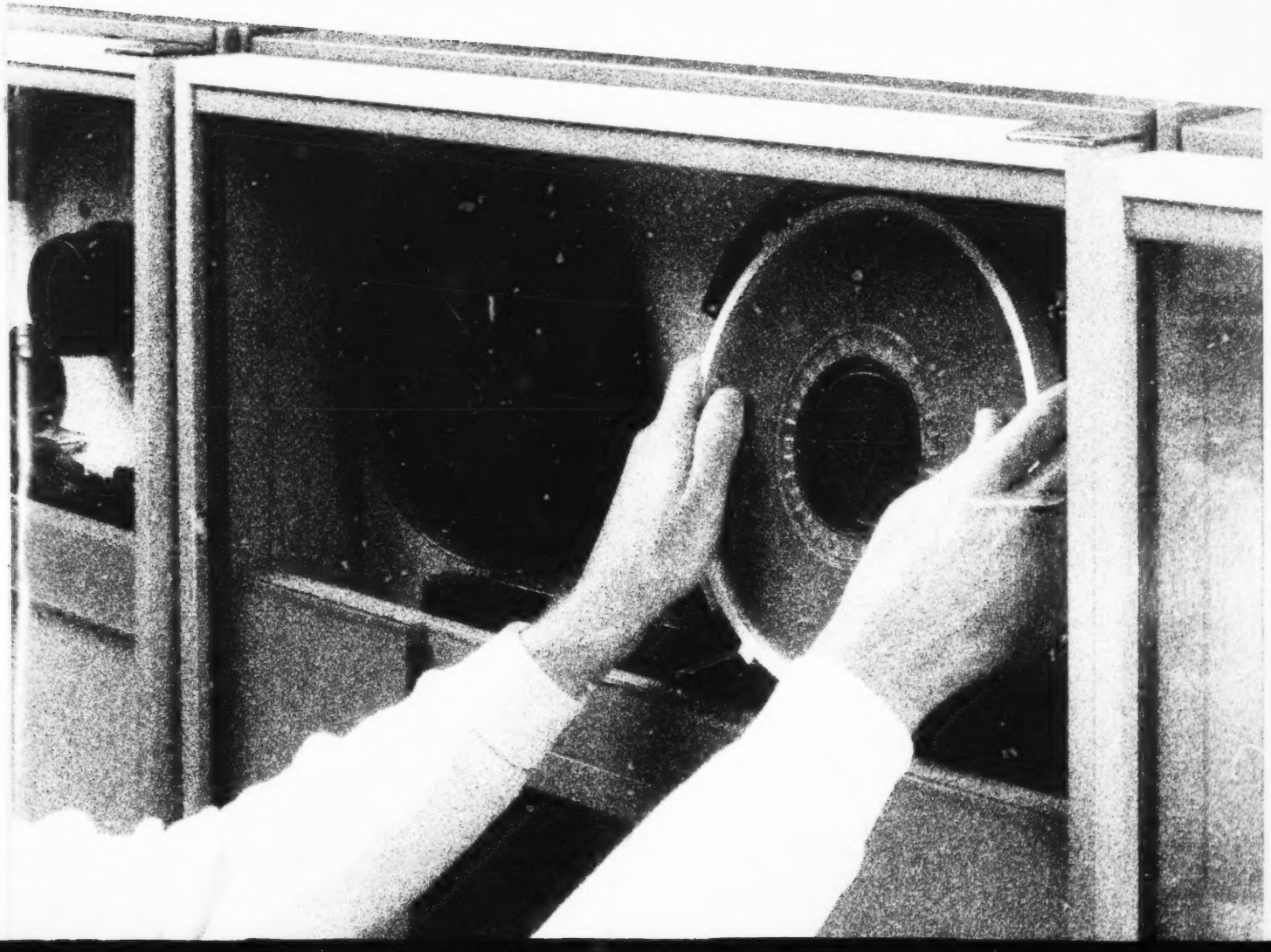
MARC and Non-MARC Records

CDS prints catalog cards from MARC records on demand. This means that CDS prints cards only in response to your specific order using the most current LC cataloging records. Orders can be filled from more than 2 million MARC records.

Non-MARC cards include records for all materials cataloged from 1898 to 1968; audiovisual materials before 1984; and materials in the Arabic, Chinese, Japanese, Korean, Persian, Hebrew, and Yiddish alphabets.

Records for Books About To Be Published

Catalog cards are printed from Cataloging in Publication (CIP) records whenever full MARC cataloging is not available, unless you request full MARC cataloging only. CIP data is prepared through a cooperative arrangement between the Library of Congress and U.S. publishers to ensure that LC cataloging is available when books are published. Cards printed from CIP records may occasionally exhibit minor bibliographic variations from the information found on the title page of a printed book. Such variations could include a different order for authors' names, or a difference in subtitles, or omission of references to specific pagination and size of a publication.



Establishing an Account

- To order catalog cards you must maintain an active deposit account with CDS or send prepayment in full with each order. If you have an account, please send us a deposit so that we can process your order. If you do not have an account, or if you have not ordered during the past three years, you are requested to fill in the New Account Application form included in this brochure. When CDS receives your completed application form and deposit, your library will be assigned a customer account number. This account may be used to order any service or product distributed by CDS. The customer account number that we assign to your library is our primary means of identifying your organization. The number should be used on all orders, purchase orders, remittances, and correspondence with CDS.

How to Place Card Orders

- **You must pay in advance. See "How to Pay" on page 11.** After CDS establishes your account, you may order by submitting CDS order forms, standardized card order forms available from vendors, or lists. Your customer account number *MUST* appear on each form or on each page of the list submitted. If you intend to supply lists, you may do so in two ways:

Order now by sending us lists of LCCNs!

Submitting Lists

1. *Furnish LCCNs*

   If your lists contain only LCCNs, you will be supplied with bibliographic card records which match the numbers you supplied. You will receive one set consisting of 8 copies of each entry, unless otherwise designated. Reference your CDS customer account number in the top right-hand corner of each page submitted. **Please Note:** CDS is not responsible for incorrect numbers supplied; however, you will not be charged for any LCCNs if a match is not found.

2. *Furnish complete information*

   To ensure a maximum quantity hit-rate, it is suggested that you supply CDS with lists that include all of the following data:

   a) Customer account number at the top right-hand corner of each page submitted.
   b) LC card number.
   c) Author (composer or editor for AV card.s).
   d) Title (include format for AV cards, for example, filmstrip, motion picture, etc.).
   e) Place of publication.
   f) Publisher (indicate producer for AV cards).
   g) Date (publication or copyright date).
   h) Edition.
   i) Series.

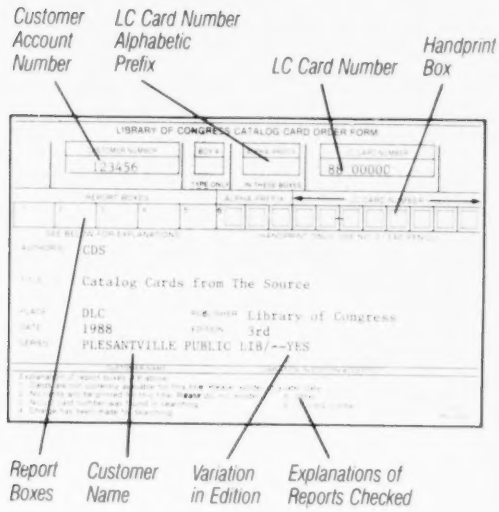
The lists should be submitted on 8½ × 11″ paper and should include the following information: *LCCN:* #84-90217, *Author:* John Q. Public, etc. To speed processing of orders, either type or print the bibliographic information and supply as much bibliograpic information as possible. You may list as many entries on a page as will fit, but please allow margins around the page and between entries. If you want multiple sets of cards, indicate the number of sets you want beside the LCCN.

If your order is not formatted as specified, CDS may return the order unfilled.

Submitting Card Order Forms

- Fill out a form for each card requested according to the illustration.

Card Order Form



Variation in Edition

- Variation in edition is applicable *only* when orders are submitted for searching by author and title *without an LCCN*. This indicates whether variations on the LC catalog card are acceptable to you if no card matches your order exactly. On the CDS New Account Application form, you should indicate if variations in edition are generally acceptable to you when ordering cards by author and title.

Variation in Edition—No:
This code indicates that you want only those cards that exactly match the information on the order form and that you will not accept any variations.

Variation in Edition—Yes:
This code indicates to CDS that you want cards that match the information on the order form, but that you will accept cards that have some variation of that information. Some examples of the variations are listed below.

—Date of publication different
—Edition different in number, name, and/or revision statement
—Publisher different
—Series note lacking
—Translator different

Free order forms are available.

Usefulness of Variation in Edition
The variation in edition option is helpful in meeting your specific requirements for particular card orders. This order can be changed by simply crossing out the permanent code and writing in the new code you need for a particular card order.

CIP? Use Box A

- Cards printed from Cataloging in Publication (CIP) records may occasionally exhibit minor bibliographic variations from the information found on the title page of a printed book. Such variations could include a different order for the author's name or a difference in the subtitle. If the potential for such variations in your printed cards is unacceptable, you can request that your orders be filled only when full MARC records are available. To request full MARC *only*, type the number "9" in "Box A" at the top of the order form, the box titled "HOLD CODE" can also be used for this purpose. If the box is blank or if any other number has been preprinted in this box, type or print an "X" through the number and place the number "9" below it on the form. If you order using lists, please clearly mark specific titles or the entire list "CIP not accepted."

Prices

- Remember, a card set consists of 8 copies of one entry. For each card set ordered, a separate order form is necessary. For example, if you want 32 copies of the same card, submit 4 order forms.

  For each 8-card set:
  1. MARC & CIP—65¢ a set
     Non-MARC—80¢ a set

  2. Searching costs
     If you supply us with publication data without an LCCN, a $1 searching charge is applied to each card set for which bibliographic data must be researched.

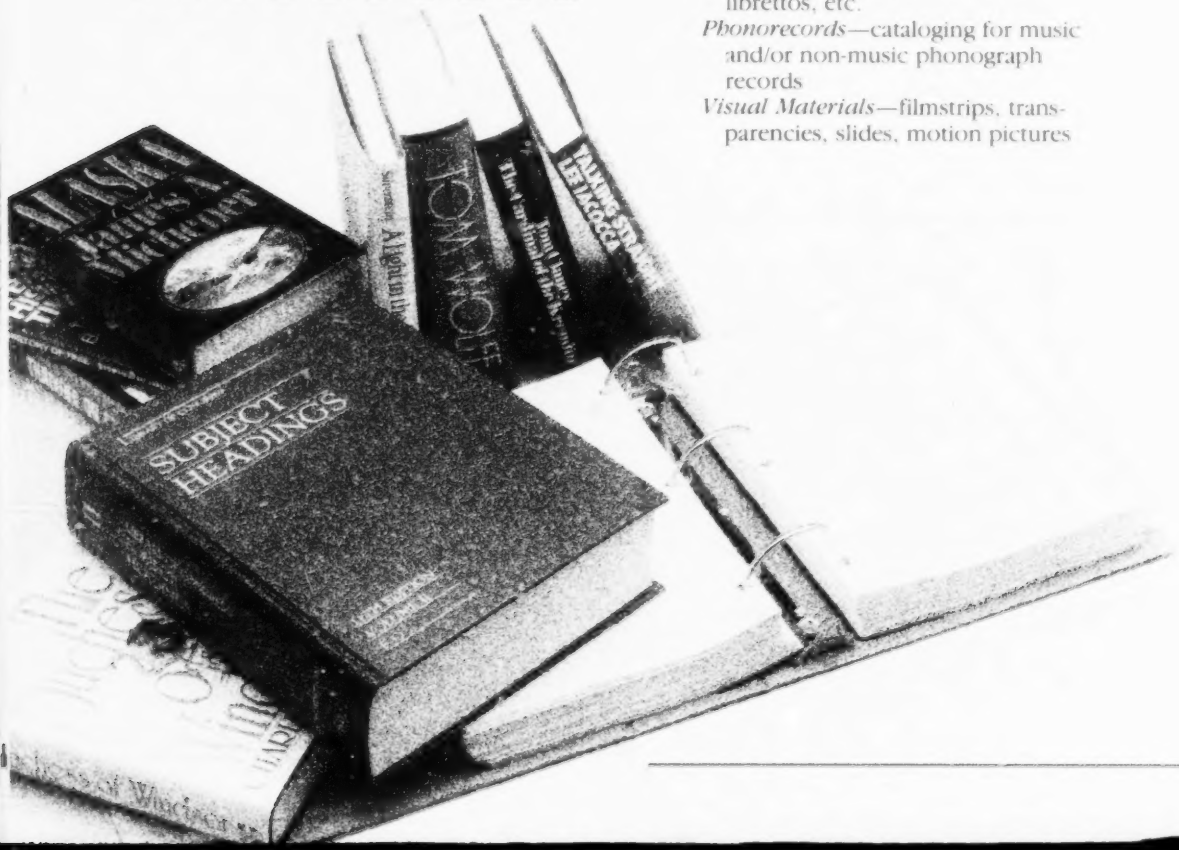
Let us know if you'd like Cataloging in Publication records.

What CDS Supplies

CDS supplies eight copies of the LC main entry card for each LCCN. These eight copies of the main entry card represent one card set.

Along with the card sets you have ordered, CDS supplies you with 1) your original card order forms or lists, and 2) a packing slip which identifies all records found, any records not found, and charges made. We urge you to maintain a copy of any orders submitted to CDS, as part of your records.

If the cost of your catalog card order exceeds the money on deposit in your account, you will receive a packing slip, including the estimated amount due. CDS will hold your order for 90 days from the date the packing slip is printed. We will ship your card order if we receive your payment within the 90 days. We will return your order forms or lists if we do not receive your payment within 90 days. After 90 days you must resubmit the entire order.



Standing Orders

CDS offers a standing order service for a limited number of card categories. You can establish a standing order customer profile by sending CDS a letter detailing categories desired. The standing order remains in effect until CDS receives a written request for change or cancellation. If you choose to have a standing order, your profile is matched each week against new titles, and you are sent one card for each title which matches your profile. Standing order cards cost 10 cents per title.

CDS can provide cost estimates for the standing order card services. Categories are listed below with a brief description.

Chinese
Japanese
Korean
Hebrew
▶ vernacular cataloging

Near East—geographic area or subareas
South Asian—geographic area or subareas
Maps—sheet maps and/or atlases
Annotated Cards—juvenile cataloging
Music—sheet music, music scores, librettos, etc.
Phonorecords—cataloging for music and/or non-music phonograph records
Visual Materials—filmstrips, transparencies, slides, motion pictures

Important

- When you receive your monthly statement/invoice, please process it according to the following instructions.

  Save the packing slips and original card order forms or lists which accompany each shipment of cards.

  Verify these packing slips, card order forms, and lists against the statement/invoice. Any irregularities should be reported immediately to the CDS Accounts Receivable Unit for adjustment at (202) 707-6104.

  You will receive a monthly statement/invoice if a transaction has occurred. If there is a credit balance in your account and no transactions have been made during the month, you will not be sent a monthly statement/invoice.

How to Pay

- Library of Congress regulations require that all orders be paid for when they are placed—either from a deposit account or by checks drawn on U.S. banks, by UNESCO coupons, or by international money orders.

  There is one exception to the above requirements. Certain U.S. customers who are prohibited by state or local government regulation from paying before receiving an order are allowed to purchase on credit if they supply CDS with a copy of the regulation prohibiting prepayment. A late payment fee is assessed on accounts with unpaid outstanding balances. A finance charge, set annually by the U.S. Treasury Department, is made on invoices unpaid 30 days after the billing date.

U.S. Government Accounts

- U.S. government agencies should submit the New Account Application form with a formal purchase order to establish an account with CDS. Any limitation on the amount of the purchase order is the responsibility of the ordering office and not CDS. A government agency may determine if it has a CDS account by calling (202) 707-1319.

  Government agencies purchasing products and services from CDS should adhere to federal regulations when making payment. These agencies, therefore, must submit formal purchase orders or 1080 vouchers to CDS, unless other arrangements are made.

For easy payment, set up a Customer Deposit Account.

Checks drawn on non-U.S. banks cannot be accepted and will be returned.

Customers currently maintaining more than one CDS account or one account with multiple shipping addresses may wish to consolidate these accounts. Please notify CDS in writing to indicate any changes in account status.

Mailing and Shipping

- Catalog cards are mailed to all customers by surface mail, prepaid by CDS. Although the U.S. Postal Service does carry some surface mail by air, specifically designated airmail service cannot be provided to customers located within the continental United States, Alaska, Hawaii, or U.S. possessions. Airmail service can be provided for customers outside the U.S. and its possessions; however, international customers must request this service. The additional airmail cost will be added to the bill. For more information about the airmail service, please contact the Customer Support Unit, Customer Services Section, CDS, at (202) 707-6100.

Changes in Customer Account Information

- Any name or address changes should be made in writing to:

  Library of Congress
  Customer Support Unit
  Customer Services Section
  Cataloging Distribution Service
  Washington, DC 20541

Credit for Cards

- 1. CDS gives credit only for those errors for which CDS is responsible. Incorrect cards should be returned to CDS with a copy of the packing slip, original order form, and a specific statement of CDS's error. The full set of cards in error must be returned so that CDS can give credit.

  2. CDS will give credit for cards supplied for an LCCN which is incorrectly printed in a published book. These cards should be returned to CDS with a copy of the original order form, the packing slip, and a photocopy of the title page, front and back, showing the incorrect LCCN. The full set of cards in error must be returned to CDS for credit.

Airmail service is available for international orders.

3. CDS does not give credit for cards returned for any other reason.

CDS will be happy to fill your orders for Library of Congress catalog cards. If you have questions about the status of order(s) you have placed, call the Card Control Unit at (202) 707-1548. Call the Customer Support Unit at (202) 707-6100 for answers to general questions about the catalog card service or other CDS products and services.

Claims

- CDS will replace catalog card orders at no additional charge if replacement is requested within 90 days of the date of billing. Replacement of catalog card orders with original billing dates older than 90 days will be charged to your account as a new order.

CDS invites you to take advantage of the new ordering system. Order your Library of Congress catalog cards today.

Mail card orders to:

Library of Congress
Card Control Unit
Cataloging Distribution Service
Washington, D.C. 20541
(202) 707-1348

CDS New Account Application

Mailing
Name and Address _____

_____

_____

Telephone Number ( ) _____ – _____

Billing
Name and Address _____

_____

_____

Yearly purchase order number (if applicable) _____

Please indicate preference:
Variation in edition: Yes_____ **No**_____

I am authorized to open this account for the purchase of materials.

Name (please print) _____

Title (please print) _____

Authorized Signature _____

Please send _____ (indicate quantity) CDS catalog card order forms. (These forms will have your name and customer account number printed on them.)

Send New Account Application to: **Library of Congress**
Customer Support Unit
Customer Services Section
Cataloging Distribution Service
Washington, DC 20541